

SCREEN ID: Electronic ES 931 Employer Response			TITLE: Request for Wage and Separation Information	
Field No.	Field Name	Field Type *	Field Length	DESCRIPTION
1	UCFE Request Type	N	1	<p>Enter Value:</p> <p>1 = Electronic Wage and Separation Request  2 = Hardcopy Wage and Separation Request  3 = Electronic Wage and Separation Request and hardcopy separation request  4 = Hardcopy separation request only .</p> <p>System generated "value" may be overridden by entering PFL.</p>
2	Request Date/Today's Date	N	8	Enter the request date. The format is MMDDCCYY.
3	Effective date of claim	N	8	Enter the effective date of the claim. The format is MMDDCCYY.
4	Local Office/Call Center ID	N	4	Enter the numeric identification of the request recording office.
5	Initial Claim Date	N	8	Enter the initial claim date. The format is MMDDCCYY.
6	Last Name		25	Enter the claimant's last name.
7	First Name		12	Enter the claimant's first name.
8	Middle Initial	A	1	Enter the claimant's middle initial.
9	SSN	N	9	Enter the claimant's social security account number.
10	FIC	N	3	Enter the Federal agency's Federal Identification Code.
11	Destination	N	4	Enter the destination code which identifies the component and/or mailing address.

12	Reason for Separation Given	N	1	Enter the value defined below for reason.  1 = Permanent Layoff 2 = Temporary Layoff/Furlough 3 = Quit 4 = Discharged 5 = Labor Dispute
13	Base Period Beginning Date	N	8	Enter the base period beginning date. The format is MMDDCCYY.
14	Base Period Ending Date	N	8	Enter the base period ending date. The format is MMDDCCYY.
15	Response Date/Today's Date	N	8	Enter date response transmitted. The format is MMDDCCYY.
16	Base Period Wages - 1st Quarter	N	8	Enter the amount of wages during the 1st calendar quarter ending after the beginning date of the base period. The format is 9999.99.
17	Weeks Worked - 1st Quarter	N	2	Enter the number of weeks during which work was performed the 1st calendar quarter ending after the beginning date of the base period. The format is 99, i.e., 05.
18	Hours Worked - 1st Quarter	N	4	Enter the number of hours work during the 1st calendar quarter ending after the beginning date of the base period. The format is 9999, i.e., 0840.
19	Base Period Wages - 2nd Quarter	N	8	Enter the amount of wages during the 2nd calendar quarter ending during base period. The format is 9999.99.
20	Weeks Worked - 2nd Quarter	N	2	Enter the number of weeks during which work was performed the 2nd calendar quarter ending after the beginning date of the base period. The format is 99, i.e., 05.
21	Hours Worked - 2nd Quarter	N	4	Enter the number of hours work during the 2nd calendar quarter ending after the beginning date of the base period. The format is 9999, i.e., 0840.

22	Base Period Wages - 3rd Quarter	N	8	Enter the amount of wages during the 3rd calendar quarter ending during the base period. The format is 99999.99.
23	Weeks Worked - 3rd Quarter	N	2	Enter the number of weeks during which work was performed the 3rd calendar quarter ending after the beginning date of the base period. The format is 99, i.e., 05.
24	Hours Worked - 3rd Quarter	N	4	Enter the number of hours worked during the 3rd calendar quarter ending after the beginning date of the base period. The format is 9999, i.e., 0840.
25	Base Period Wages - 4th Quarter	N	8	Enter the amount of wages during the 4th calendar quarter ending during the base period. The format is 99999.99.
26	Weeks Worked - 4th Quarter	N	2	Enter the number of weeks during which work was performed the 4th calendar quarter ending after the beginning date of the base period. The format is 99, i.e., 05.
27	Hours Worked - 4th Quarter	N	4	Enter the number of hours worked during the 4th calendar quarter ending after the beginning date of the base period. The format is 9999, i.e., 0840.
28	Lag Period Wages - 1st Quarter	N	8	Enter the amount of wages during the 1st calendar quarter beginning after the base period end date. The format is 9999.99.
29	Lag Period Weeks Worked - 1st Quarter	N	2	Enter the number of weeks during which work was performed the 1st calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 05.
30	Lag Period Hours Worked - 1st Qtr	N	4	Enter the number of hours worked during the 1st calendar quarter beginning after the ending date of the base period. The format is 9999, i.e., 0840.
31	Lag Period Wages - 2nd Quarter	N	8	Enter the amount of wages during the 2nd calendar quarter beginning after the base period end date. The format is 99999.99.
32	Lag Period Weeks Worked - 2nd Qtr	N	2	Enter the number of weeks during which work was performed the 2nd calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 05.

				the ending date of the base period. The format is 99, i.e., 05 .
33	Lag Period Hours Worked - 2nd Qtr	N	4	Enter the number of hours work during the 2nd calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 040.
34	Lag Period Wages - 3rd Quarter	N	8	Enter the amount of wages during the 3rd calendar quarter beginning after the base period end date. The format is 9999,99.
35	Lag Period Weeks Worked - 3rd Qtr	N	2	Enter the number of weeks during which work was performed the 3rd calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 05 .
36	Lag Period Hours Worked - 3rd Qtr	N	4	Enter the number of hours worked during the 3rd calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 0840.
37	Lag Period Wages - 4th Quarter	N	8	Enter the amount of wages during the 4th calendar quarter beginning after the base period end date. The format is 9999,99.
38	Lag Period Weeks Worked - 4th Qtr	N	2	Enter the number of weeks during which work was performed the 4th calendar quarter beginning after the ending date of the base period. The format is 99, i.e., 05 .
39	Lag Period Hours Worked - 4th Qtr	N	4	Enter the number of hours work during the 4th calendar quarter beginning after the ending date of the base period. The format is 9999, i.e., 0840.
40	Official Duty Station - City		20	Enter the name of the city in which the official duty station is located.
41	Official Duty Station - State	A		Enter the postal abbreviation of the State in which the official duty station is located.
42	Official Duty Station - Country	A	2	Enter the Country abbreviation of the Country in which the official duty station is located.
43	Performed Federal Civilian Service	A	1	Enter "Y" if the individual identified performed Federal Civilian service during the base period/ lag period for which information is requested.

				Enter "N" if the individual identified did not perform Federal Civilian service during the base period or lag period for which information is requested.
44	Severance Pay	A	1	Enter "Y" if the individual identified received severance pay during the base period or lag period for which information is requested.  Enter "N" if the individual identified did not receive severance pay during the base period or lag period for which information is requested.
45	Severance Pay - begin date	N	8	Enter the date for which severance pay began. Format is MMDDCCYY.
46	Severance Pay - end date	N	8	Enter the date for which severance pay ends. Format is MMDDCCYY.
47	Severance Payment amount	N	9	Enter the total dollar amount of severance pay. Format is 999999.99 (Right justify, i.e., 012590.88)
48	Date of Severance Payment	N	8	Enter the date severance payment was issued. Format is MMDDCCYY.
49	Annual Leave	A	1	Enter "Y" if the individual identified received Lump Sum payment for annual leave during the base period or lag period for which information is requested.  Enter "N" if the individual identified did not receive Lump Sum payment for annual leave during the base period or lag period for which information is requested.
50	Annual Leave Amount	N		Enter the total dollar amount of annual leave payment paid/due. Format is 999999.99 (Right justify, i.e., 012590.88)
51	Number of Days of Annual Leave	N	3	Enter the number of days of annual leave paid/due. Format is 001 (right justified).

52	Date of Annual Leave Payment	N	8	Enter the date on which annual leave payment issued. Format is MMDDCCYY.
53	Date of Separation	N	8	Enter the date of separation. Format is MMDDCCYY.
54	Last Date in Active Pay Status	N	8	Enter the last day in active pay status. Format is MMDDCCYY.
55	Reason for Separation/Non- pay Status	N	1	Enter the value defined below for reason. 1 = Permanent Layoff 2 = Temporary Layoff 3 = Quit 4 = Discharged 5 = Labor Dispute 6 = Retirement
56	Monthly Pension Payment amount	N	8	If value "6" is entered in field 55, enter the gross dollar amount of monthly pension payment. Format is 999999.99 (Right align, e.g., 02500.88)
57	Explanation of Reason for Separation/Non- pay Status	A	???	If reason for separation entered in Field 38, provide a detailed explanation in 255 characters or less.
* A=Alpha, N= Numerical				